

# Preface

*Computer Accounting with Peachtree Complete Accounting 2008, Release 15, 12<sup>th</sup> Edition*, teaches you how to use Peachtree Complete Accounting 2008 software. Peachtree is widely used by individuals, businesses, and accountants. For more than 30 years, Peachtree by Sage ([www.sagesoftware.com](http://www.sagesoftware.com)) has produced award-winning accounting software. More than 2.6 million small and mid-sized business customers in North America rely on Peachtree and Sage Software products.

## **System Requirements: Recommended System Configuration**

- 1 GHz Intel Pentium III (or equivalent) for single user and 1.8 GHz Intel Pentium 4 (or equivalent) for multiple concurrent users.
- 512 MB of RAM for single user and 1GB for multiple concurrent users.

## **Minimum System Requirements**

- At least 1 GHz Intel Pentium III (or equivalent).
- 256 MB of RAM for single user and 512 MB for multiple concurrent users.
- Microsoft Windows Vista (all versions); Windows XP SP2 or Windows 2000 SP3.
- 1 GB of disk space for installation.
- Internet Explorer 6 required (provided on CD; requires an additional 70 MB); Internet 7.0 supported.
- Microsoft .NET Framework CLR 2.0 (provided on CD; requires an additional 280 MB).
- At least high color (16bit) SVGA video; supports 800X600 resolution with small fonts. Optimized for 1024 x 768.
- Online features require Internet access with at least a 56 Kbps modem.
- CD-ROM drive.
- Printers supported by Windows Vista/XP/2000.
- Mouse or compatible pointing device.
- Microsoft Excel, Outlook, and Word integration requires 2000, 2002, 2003, or 2007.
- Adobe Reader 7.0 required provided on CD (requires an additional 90 MB hard disk space to install).
- *External media for Chapter 1-18 backups:* One USB drive; Zip™ drive disk; CD-R; or, DVD-R. (CD-RW or DVD-RW required for backing up to CD-R or DVD-R.) Or, ten blank, formatted disks. The author suggests that you reformat floppy disks.

- *Optional requirement:* Microsoft Excel, Outlook and Word integration requires 2000 and higher.

### Multi-User

- Multi-user mode is optimized for Windows 2000 Server or Windows Server 2003 client-server networks, and Windows 2000/XP peer-to-peer networks.

**NEW** *The software, Peachtree Complete Accounting 2008, Educational Version, is included with the textbook. For software installation instructions, see pages iii-xii, Software Installation.*



#### Read Me:

Install the software, Peachtree Complete Accounting 2008 Educational Version, included with the textbook, in the computer lab. This ensures software compatibility between the school and students' off-site installation. The site License Agreement is included on Peachtree's Help menu.

**NEW** *Textbook website at [www.mhhe.com/yacht2008](http://www.mhhe.com/yacht2008).*

### PEACHTREE COMPLETE ACCOUNTING 2008

Each textbook includes a copy of the software, Peachtree Complete Accounting 2008, Educational Version. A software site license is included for installation on individual or networked computers. (From Peachtree's Help menu, select License Agreement.) Install the software included with the textbook in the school's computer lab to ensure compatibility with the software that your students install on their home or office computers.

**NEW** *PowerPoint slides for Chapters 1 - 18 on the textbook's website at [www.mhhe.com/yacht2008](http://www.mhhe.com/yacht2008).*

**NEW** *Read Me reminders and troubleshooting tips in the textbook and on the website.*

*Computer Accounting with Peachtree Complete 2008, 12<sup>th</sup> Edition, shows you how to set up service, merchandising, nonprofit, and manufacturing businesses. When the textbook is completed, you have a working familiarity with Peachtree Complete Accounting 2008 software. The Part 1, 2, 3, and 4 introductions include a chart showing the chapter number, backup name, size in kilobytes of each file backed up or saved, and page numbers where each backup is made.*

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Some of the **new features** included in *Computer Accounting with Peachtree Complete 2008, 12e*, are:

- \* **NEW!** Software installation, including serial number, at the beginning of textbook, pages iii-xii.
- \* Site License Agreement included on Help Menu for standalone and multi-user installations.
- \* **NEW!** All instructions, screen captures, and detailed steps are consistent with the Windows Vista operating system, Windows XP SP2, and Windows 2000 SP3.
- \* **NEW!** Navigation Bar includes Business Status; Customers & Sales; Vendors & Purchases; Inventory & Services; Employees & Payroll; Banking; Company.
- \* Navigation interface to access information and record transactions; drill down to lists, reports, setup windows, and graphs.
- \* Enhanced Excel Integration.
- \* **NEW!** Comparative budget spreadsheet creator.
- \* **NEW!** Create letter templates wizard.
- \* **NEW!** Sales tax wizard.
- \* Improved audit trail and internal controls.
- \* Daily customer balances on sales and customers windows.
- \* **NEW!** Custom date-range filtering and enhanced report options.
- \* Restore Wizard lets you restore An Existing Company or A New Company.
- \* Smart sort for account identification.
- \* Auto-complete text fields and spell check.
- \* Internal accounting review.
- \* **NEW!** E-mail reports, financial statements, and add attachments.
- \* **NEW!** Design tools for report customization.
- \* Easy-to-use checkbook register.
- \* Vendor payment terms are tracked in the cost of sales account, Purchase Discounts.
- \* **NEW!** Automatically create IDs.
- \* Set up 11 **new** service, retail, nonprofit, and manufacturing businesses from scratch.

## **PART 1: EXPLORING PEACHTREE COMPLETE ACCOUNTING 2008**

There are two sample companies included with the software: Bellwether Garden Supply and Stone Arbor Landscaping. Bellwether Garden Supply is a retail business and service company that demonstrates inventory and job tracking capabilities. Stone Arbor Landscaping is a service company that demonstrates time and billing.

In Part 1 of the textbook, you complete eight chapters that demonstrate how Peachtree is used. This introduces you to the procedures that will be used with all the chapters of the textbook.

- NEW** *Chapter 1, Introduction to Bellwether Garden Supply, includes Peachtree's Navigation Centers and Restore Wizard for opening new or existing companies.*
- NEW** *Chapter 2, Vendors, shows you how to view accounts payable lists and reports from the Vendors & Payables Navigation Center as well as custom date filtering.*
- NEW** *Chapter 3, Customers, shows you how to view customer lists and reports from the Customers & Sales Navigation Center as well as custom date filtering.*
- NEW** *Chapter 5, General Ledger, Inventory, and Internal Control, shows you Peachtree's new budget feature and easy export to Export. Chapter 5 also includes Peachtree's internal controls and audit trail.*

## **PART 2: PEACHTREE COMPLETE ACCOUNTING 2008 FOR SERVICE BUSINESSES**

Chapters 9, 10, Project 1, and Project 1A are included in this section of the textbook. The work completed in Chapter 9 is continued in Chapter 10. The accounting cycle is completed for the fourth quarter of the year.

- NEW** *In Chapter 9, Maintaining Accounting Records for Service Businesses, you set up two service companies—Jon Haney Design and Student Name, Designer—with Peachtree's simplified chart of accounts. You use Peachtree's new Company Setup Wizard and list feature to drill down to original entries. You also use Peachtree's enhanced account reconciliation.*

Chapter 10, Completing Quarterly Activities and Closing the Fiscal Year, shows you how to complete adjusting entries, print financial statements, and close the fiscal year.

Exercises 9-1 through 10-2 include three months of transactions, account reconciliation, adjusting entries, financial statements, and Peachtree's closing procedure.

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**NEW** *Project 1, Mary Albert, Accountant, is a comprehensive project that reviews what you have learned in Chapters 9 and 10.*

Project 1A, Student-Designed Service Business, shows you how to design a service business from scratch. You set up the business, choose a chart of accounts, create a Balance Sheet, write business transactions, complete the computer accounting cycle, and close the fiscal year.

### **PART 3: PEACHTREE COMPLETE ACCOUNTING 2008 FOR MERCHANDISING BUSINESSES**

Chapters 11, 12, 13, 14, Project 2, and Project 2A are included in this section of the textbook. Students set up two merchandising businesses in Chapter 11—Susan’s Service Merchandise *and* Student Name Sales & Service. The work started in Chapter 11 is continued in Chapters 12, 13 and 14.

In Chapter 11, Vendors & Purchases, use Peachtree’s accounts payable system; record inventory purchases and payments from vendors; set up vendor defaults to automatically track purchase discounts; and use vendor credit memos for purchase returns.

In Chapter 12, Customers & Sales, use Peachtree’s accounts receivable system; record cash and credit sales and receipts from customers; set up customer defaults; use credit memos for sales returns.

Chapter 13, Inventory & Services, shows you how to use Peachtree’s inventory system.

**NEW** *Chapter 14, Employees, Payroll and Account Reconciliation, shows how to use Peachtree’s payroll system and reconcile accounts. Peachtree’s payroll includes automatic payroll tax calculations. Example payroll tax withholding tables are included with the educational version software. Account reconciliation shows you how Peachtree’s Accounts Payable, Accounts Receivable, Inventory, and General Ledger systems work together. Chapter 14 includes bank statements for both the checking account and payroll account.*

**NEW** *Project 2, Stanley’s Sports, is a comprehensive project that incorporates what you have learned in Chapters 11 through 14.*

Project 2A, Student-Designed Merchandising Business, asks you to create a merchandising business from scratch.

## **PART 4: ADVANCED PEACHTREE COMPLETE ACCOUNTING 2008 APPLICATIONS**

Chapters 15, 16, 17, 18, Project 3, Project 4, and Project 4A are included in this section of the textbook. Chapter 15, Customizing Forms, shows you how to use Peachtree's design tools. Chapter 16, Import/Export, shows you how to export data from Peachtree Complete Accounting 2008 to a word processing program. Chapter 17, Using Peachtree Complete Accounting 2008 with Microsoft Excel and Word, shows you how to use Peachtree with two Microsoft Office 2000 or later applications. In Chapter 18, Write Letters, Use Templates, and Peachtree Online, you work with Peachtree's templates.

**NEW** *Chapter 15, Customizing Forms, new design tools for report customization.*

**NEW** *Chapter 18, Write Letters, Use Templates, and Peachtree Online, includes Peachtree's Write Letters and templates feature.*

**NEW** *Project 3, Verde Computer Club, is a nonprofit business.*

**NEW** *Project 4, BJW Manufacturing, Inc., is the culminating project in your study of Peachtree Complete Accounting 2008.*

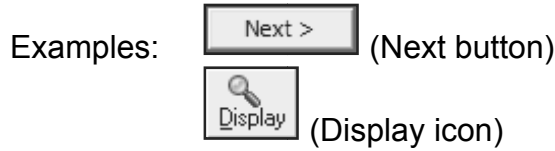
Project 4A, Student-Designed Project, instructs you to write another month's transactions for one of the four projects completed.

## **CONVENTIONS USED IN TEXTBOOK**

As you work through *Computer Accounting with Peachtree Complete 2008, 12e*, you should read and follow the step-by-step instructions. Numerous screen illustrations help you to check your work.

The following conventions are used in this text:

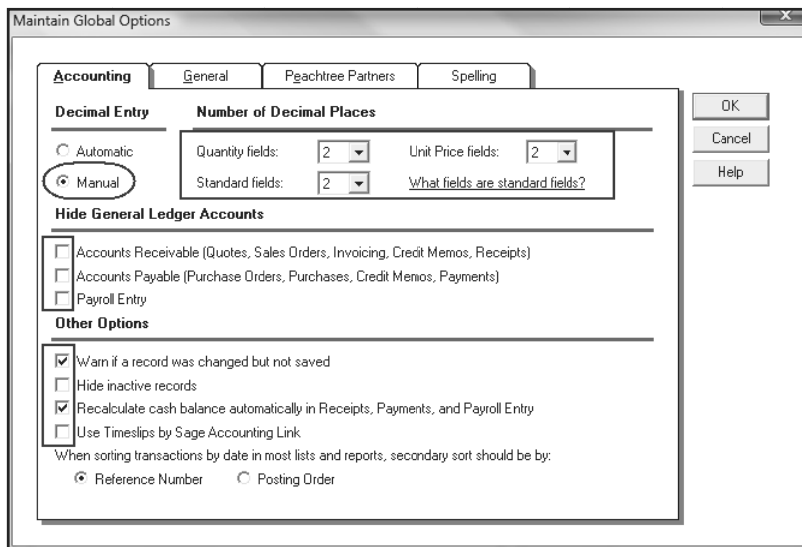
1. Information that you are to type appear in boldface; for example, Type **Supplies** in the Account ID field.
2. Keys on the keyboard that should be pressed appear in brackets; for example, <Enter>.
3. Unnamed buttons and picture icons are shown as they actually appear on the screen.



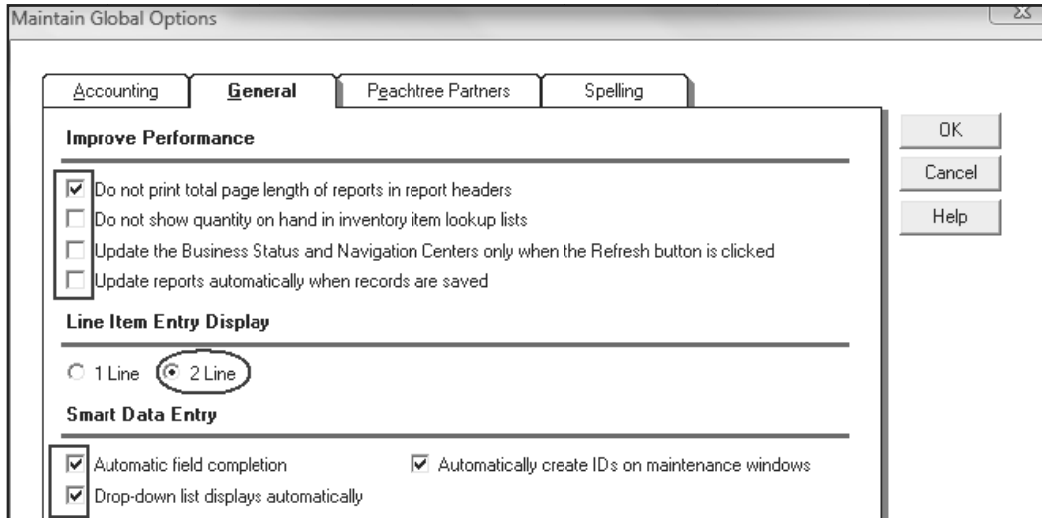
## PEACHTREE'S GLOBAL OPTIONS

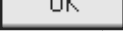
Follow these steps to set global options for Peachtree. These options will be in effect for all Peachtree companies. Software Installation, Setting Global Options, pages x-xi, also includes these steps.

1. Start Peachtree.
2. Open any company. For example, see pages 11-14 for detailed steps to open the sample company, Bellwether Garden Supply.
3. From Peachtree's menu bar, select Options; Global. If necessary, select the Accounting tab. (*Hint: In the Decimal Entry area, Manual and 2 decimal places should be selected; the boxes in the Hide General Ledger Accounts area *must* be unchecked; Warn if a record was changed but not saved and Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry should be checked.) Compare the Maintain Global Options/Accounting window to the one shown below.*



4. Click the General tab. Make sure your screen matches the one below.



5. Click . The selections made in global options are now set for each Peachtree company that is used.

The textbook ends with three appendixes: Appendix A, Troubleshooting; Appendix B, Review of Accounting Principles; and Appendix C, Glossary. The glossary is also included on the textbook website at [www.mhhe.com/yacht2008](http://www.mhhe.com/yacht2008).

Index: Each chapter in the textbook ends with an index. The index at the end of the textbook is an alphabetic listing of the chapter indexes.

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